



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LIBRARIAN SUBSTITUTE

Class No. 004026

■ CLASSIFICATION PURPOSE

To perform professional library work of a varied nature in the county branch libraries and Library Headquarters, including readers' guidance, reference services, materials selection, children's and young adult services, cataloging, acquisitions, and information technology services; implement community programs; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Librarian Substitute is a class equivalent to Librarian I, but is distinguished in that the latter may be appointed on a permanent basis. Under direct supervision, this class is responsible for performing general reference services, children's services, young adult services, and/or technical services. In addition, this class performs readers' guidance, selects materials, performs reference work, catalogs, and implements community programs for adult and/or children's services.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

Librarian Substitute performs professional librarian assignments as needed to cover vacancies and absences.

Reference Services:

1. Provides reference services and reader guidance at library branches.
2. Selects and maintains a comprehensive collection of library material in print and non- print formats.
3. Supervises internet use and assists the public with the use of computers.
4. Provides courteous, high quality service to members of the public by personally responding to requests for service of appropriate referral.
5. May respond to reference queries forwarded from other library branches in the associated region.

Children's and Young Adult Services:

1. Provides reference and reader guidance to children's and young adult programs.
2. Selects and maintains children's and young adult library materials.
3. Staffs the children's desk.
4. Provides courteous, high quality service to members of the public by personally responding to requests for service of appropriate referral.

Cataloging and Acquisitions:

1. Catalogs all print and audio-visual material, and processes print materials.
2. Assists in selection, acquisition, and discarding of print and non-print materials.
3. Provides courteous, high quality service to members of the public by personally responding to requests for service of appropriate referral.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Literature, reference information, resource material, and bibliographic works used in public libraries.
- On-line reference database searching.
- Basic internet use and computer skills.
- Rules of English grammar and spelling.
- Basic principles and practice of supervision as used in public libraries in the county.
- Professional ethics and obligations.
- Children's and young adult literature.
- Community needs and their relationship to public library programs and services.
- One of the following specialized areas of librarianship: children's and young adult services; reference services; technical services including acquisitions and cataloging; audiovisual services; or outreach services.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Read, understand, and interpret instructions, directives, policies, and procedures.
- Communicate effectively orally and in writing.
- Instruct and train technical and non-technical staff.
- Plan, develop and organize a project.
- Locate and evaluate sources of information for library materials and recommend purchases.
- Interact with the public and library staff.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A master's degree in Library Science from an accredited college or university, or certificate of foreign equivalency; OR
2. A bachelor's degree from an accredited college or university supplemented by a minimum of 9 semester or 12 quarter units of graduate library science coursework from an accredited college or university, AND one (1) year of full-time paraprofessional library experience.

Note: Candidates must provide proof of educational requirements at the time of application. A master's degree in Library Science from a college or university accredited by the American Library Association is highly desirable. Experience working in a public library is also highly desirable.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and other equipment. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of materials weighing up to 30 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

All positions are part-time, temporary in nature, and receive no benefits. Positions may also require working Saturdays, Sundays, and/or evenings and at various locations during the course of the workday or workweek. Incumbents may work on an on-call basis, and do not have a regular schedule. No minimum or set number of work hours is guaranteed.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to this class are temporary in nature and will not serve a probationary period.

**New: July 14, 1981**  
**Revised: November 22, 2002**  
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